

# County Planner

Dept/Div: Zoning & Planning/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult skilled technical work administering, planning, and supervising zoning activities, services, programs, and staff, serving as staff support for various boards, committees and County Administration, maintaining files and records, and related work as apparent or assigned. Work is performed under the general direction of the Director of Development Services. Supervision is exercised over all subordinate personnel.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Serves as Zoning Administrator; interprets and enforces zoning, floodplain, and site plan ordinances; coordinates amending various maps and County ordinances as necessary. Prepares zoning certification letters and a variety of forms (rezoning, special use, variance, etc.).

Serves as Subdivision Administrator; reviews and approves plats (family division, boundary adjustments, boundary surveys, etc.). Approves and issues zoning permits.

Responds to inquiries and complaints; provides appropriate information; investigates complaints and attends court as necessary or required.

Works with County officials, consultants and interested parties in the preparation of plans, programs and ordinances.

Prepares staff reports on zoning and subdivision applications and attends and presents cases at meetings of the Planning Commission, Board of Supervisors and Board of Zoning Appeals. Prepares and maintains official minutes of the Planning Commission and Board of Zoning Appeals.

Prepares, proofs, and maintains a variety of advertisements, documents, records, and reports; assists in providing information for the general public, property owners, committee, commission, and board members as needed or required.

Prepares agenda packages and posts notices for meetings of the Planning Commission, committees, boards and community group meetings.

Manages subordinate personnel; assigns, directs, trains and inspects the work of staff; disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends selection, rewards, transfers, promotions, suspensions, terminations, and demotions.

Updates zoning maps and maintains departmental files. Ensures that records within the area of responsibility are identified, generated, controlled, maintained, processed, stored, and disposed of in compliance with the Virginia Public Records Act.

## Education and Experience

Bachelors degree with coursework in environmental science, planning, or related field and considerable experience in planning and zoning administration or enforcement work, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Certified Zoning Administrator and/or Certified Zoning Official certifications preferred.

American Institute of Certified Planners (AICP) certification preferred.

Valid driver's license in the Commonwealth of Virginia.